

**BY ORDER OF THE COMMANDER
OF ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE INSTRUCTION
36-2806**



20 JANUARY 2011

Personnel

**LOCAL AND STATE AIR FORCE
ASSOCIATION (AFA) AWARDS PROGRAM
CARL VINSON MEMORIAL CHAPTER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: WR-ALC/DPLA

Supersedes: RAFBI36-2806, December
2004

Certified by: WR-ALC/DP
(Max R. Wyche)

Pages: 11

This instruction aligns with AFD 36-28, Awards and Decorations Programs, and implements AFI 36-2803, The Air Force Awards and Decorations Program, AFI 36-2805, Special Trophies and Awards. It establishes local and state awards sponsored by the Carl Vinson Memorial Chapter, and gives eligibility, nomination, and selection procedures for these awards. It requires collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C. 8013. This instruction applies to all active duty military and civilian personnel assigned to Robins Air Force Base (RAFB), Georgia, for local and state competition. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision changes the manner in which quarterly and annual awards are formatted, making them in line with the Robins AFB awards, and allowing commanders or directors to use the same package for both Robins AFB awards and AFA awards. This instruction clarifies the annual award nomination

process, standardizes the format for the various annual award categories, and clarifies the annual award presentation. This instruction also splits the military quarterly award into officer and enlisted categories and splits the civilian quarterly award into category 1 and category 2.

1. POLICY. The AFA, Carl Vinson Memorial Chapter sponsors this awards program. The Directorate of Personnel (WR-ALC/DP) administers the program. The purpose of this program is to provide supervisors a tool to recognize outstanding performers.

2. QUARTERLY AWARDS. Each quarter of the calendar year, the Carl Vinson Memorial Chapter of the Air Force Association recognizes two outstanding military members, one enlisted and one officer, from Robins AFB for their achievements. The chapter also recognizes two outstanding civilian members, one category 1 and one category 2, from Robins AFB for their achievements. Quarterly awards are due to WR-ALC/DPLA within 25 days after the end of each quarter.

2.1. NOMINATION PROCEDURES. Submit nomination on an AF Form 1206 (Attachments 2 and 3). Only use the front side of the form. Bullets should be used to outline the individual's duty performance and other achievements and include only accomplishments for that quarter. Unless otherwise designated, all civilian and military personnel (active/guard/reserve) assigned to Robins AFB are eligible for these awards.

2.2. SELECTION PROCEDURES. WR-ALC/DPLA will forward all nominations to the AFA Vice President, Awards, for selection. The AFA Awards Committee will review the award nominees and submit their rankings to the chapter AFA Vice President, Awards. He/she will compile all of the rankings and recommend selection to the chapter AFA President. Upon approval by the chapter AFA President, the winners will be announced to the commanders of the respective winners.

2.3. PRESENTATION OF AWARDS. The Carl Vinson Chapter President will coordinate with the appropriate commander or director to present the quarterly awards to the award winners at an event deemed appropriate by the unit commander or director. The AFA Vice President, Public Relations, will publicize award winners. The local AFA chapter will need the winning person's name, rank, mailing address, date of birth, phone number and email to assist in the processing of an AFA membership.

3. ANNUAL AWARDS. At the end of each calendar year, the Carl Vinson Memorial Chapter of the Air Force Association recognizes outstanding military and civilian members from Robins AFB and the local community in a variety of categories. All annual award nominations are due by the first business day in February. All award packages must be submitted to WR-ALC/DPLA, with the exception of the Major General Thomas H. Chapman Outstanding Senior Logistics Officer of the Year, which will be submitted by Group Commanders/Directors to the WR-ALC Vice Commander by the first business day in February.

3.1. NOMINATION PROCEDURES. Unless otherwise noted in the description of each award, submit nomination on an AF Form 1206. Bullets should outline the individual's duty performance and other achievements and is limited to the front side of the AF Form 1206. Include only accomplishments for that calendar year. Use bullet format when writing the supporting points. Eligibility criteria are listed with each award description. Unless otherwise specified, all military and civilian personnel assigned to Robins AFB are eligible for each award, as long as they meet the categories listed with each award.

- 3.1.1. Specialist/Technician of the Year Award. This includes personnel assigned to the base excluding those individuals in career series of wage grade, personnel, administrative and engineering.
- 3.1.2. Maintenance Manager/Supervisor of the Year Award. This award recognizes full-time supervisors/managers in any area overseeing maintenance of aircraft, part-repairs or fabrication.
- 3.1.3. Acquisition Manager/Supervisor of the Year Award. This award recognizes full-time supervisors/managers in any area involving the management of procurement actions or the quality assurance of contracts.
- 3.1.4. Weapon Systems Manager of the Year Award. This award recognizes outstanding contributions in support of program managers, item managers, or equipment specialist.
- 3.1.5. Support Manager/Supervisor of the Year Award. This award recognizes supervisors and managers, civilian or military, who provide base support in the areas, such as, security forces, personnel, communications, logistics, finance and budget, chaplain services, and contracting.
- 3.1.6. Outstanding Mission Support of the Year Award. This award recognizes those individuals in one of the following career areas: communications, civil engineering, information management, medical, personnel, recruiting, security, services or weather.
- 3.1.7. Trades and Craft Worker of the Year Award. This award recognizes wage grade, wage leader, and equivalent military personnel.
- 3.1.8. Administrative Support of the Year Award. This award recognizes personnel assigned to administrative or clerical support functions.
- 3.1.9. Community Relations of the Year Award. This award recognizes military or civilian personnel who have contributed significantly to supporting Robins AFB and the surrounding community. Describe how the military or civilian member has supported Robins AFB and the surrounding community.
- 3.1.10. Engineer of the Year Award. This award recognizes personnel in the engineering career fields.
- 3.1.11. Civil Engineer Manager/Supervisor of the Year Award. This award recognizes supervisors and managers of civil engineering activities.
- 3.1.12. Human Resources Management Career Field Person of the Year Award. This award recognizes (management and non-management) individuals who perform personnel support duties.
- 3.1.13. Medical Profession Manager/Supervisor of the Year Award. This award recognizes supervisors and managers engaged in providing medical support to dependants, active duty, and retired personnel.
- 3.1.14. Cargo/Tanker Aircraft Technician of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based cargo/tanker aircraft maintenance technician of the Air National Guard, Air Force Reserve, or active duty Air Force.

3.1.15. Cargo/Tanker Aviator of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based cargo/tanker aviator of the Air National Guard, Air Force Reserve, or active duty Air Force.

3.1.16. Fighter/Bomber Aircraft Technician of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based fighter/bomber aircraft maintenance technician of the Air National Guard, Air Force Reserve, or active duty Air Force.

3.1.17. Fighter/Bomber Aviator of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based fighter/bomber aviator of the Air National Guard, Air Force Reserves, or active duty Air Force.

3.1.18. Reconnaissance/Rescue/Trainer Aircraft Technician of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based Reconnaissance/Rescue/Trainer aircraft maintenance technician of the Air National Guard, Air Force Reserve, or active duty Air Force.

3.1.19. Reconnaissance/Rescue/Trainer Aviator of the Year Award. This award recognizes the outstanding performance and achievement by Georgia-based Reconnaissance/Rescue/Trainer aviator of the Air National Guard, Air Force Reserve, or active duty Air Force.

3.1.20. Support Contractor of the Year Award. This award recognizes outstanding support of Air Force organizations from an individual working for an Air Force support contractor.

3.1.21. Logistics Achievement of the Year Award. This award recognizes outstanding accomplishments in the field of Air Force Logistics. Personnel who win this local award will be submitted for state competition. Guidelines for selection of the nominee include:

3.1.21.1. Award may be given to either an individual or an organization.

3.1.21.2. Individuals may be military (active/reserve/guard), federally employed civilian, or a community civilian nominated by an Air Force person or organization.

3.1.21.3. Recipient must have contributed significantly and have well-documented accomplishments that detail how they have improved the logistics system through savings, efficiencies, or improvements.

3.1.21.4. No headings are required for this award. Bullets should address significant and outstanding improvements to the Air Force logistics system.

3.1.22. Outstanding JROTC Cadet of the Year Award. This award is to recognize any enrolled cadet in any sanctioned Air Force Junior ROTC program. This nomination is submitted on plain bond paper in bullet format not to exceed one page; submission requirements are listed below.

3.1.22.1. This individual displays characteristics contributing to leadership and indicative of future value in positions of responsibility; positive attitude toward training and all areas of school life; pride in personal appearance and wear of the uniform; personal initiative, judgment, and self-confidence; courtesy, promptness, obedience, and respect for customs; growth potential, capacity for responsibility, high

productivity, adaptability to change, the highest personal and ethical standards, and strong personal convictions; and ranked in the upper 5% of his/her Aerospace Education class.

3.1.22.2. Each school offering Air Force JROTC may nominate one cadet for the award.

3.1.22.3. The nomination package will consist of a cover letter signed by the senior Air Force officer of the detachment and no more than one (1) typewritten page supporting the nomination.

3.1.22.4. Each local AFA Chapter may endorse one nomination from each school within its geographical area to the State AFA.

3.1.23. Outstanding ROTC Cadet of the Year Award. This award recognizes outstanding Aerospace Studies 300 cadet in any sanctioned Air Force ROTC program for the state of Georgia. This nomination is submitted plain bond paper in bullet format not to exceed one page; submission requirements are listed below.

3.1.23.1. This individual displays characteristics contributing to leadership and indicative of future value in positions of responsibility; positive attitude toward training and all areas of school life; pride in personal appearance and wear of the uniform; personal initiative, judgment, and self confidence; courtesy, promptness, obedience, and respect for customs; growth potential, capacity for responsibility, high productivity, adaptability to change, the highest personal and ethical standards, and strong personal convictions; and ranked in the upper 5% of his/her Aerospace Studies 300 class.

3.1.23.2. Each college or university offering Air Force ROTC may nominate one cadet for the award.

3.1.23.3. The nomination package will consist of a cover letter signed by the senior Air Force officer of the detachment and no more than one (1) typewritten page supporting the nomination.

3.1.23.4. Each local AFA Chapter may endorse one nomination from each school within its geographical area to the State AFA.

3.1.24. Outstanding Civil Air Patrol Cadet of the Year Award. This award recognizes any Civil Air Patrol member assigned to a Georgia Civil Air Patrol Unit. This nomination is submitted plain bond paper in bullet format not to exceed one page; submission requirements are listed below.

3.1.24.1. This individual displays characteristics contributing to leadership and indicative of future value in positions of responsibility; positive attitude toward all areas of training; pride in personal appearance and wear of the uniform; personal initiative, judgment, and self-confidence; courtesy, promptness, obedience, and respect for customs; and growth potential, capacity for responsibility, high productivity, adaptability to change, the highest personal and ethical standards, and strong personal convictions.

3.1.24.2. Each Georgia Civil Air Patrol Unit may nominate one cadet.

3.1.24.3. The nomination package will consist of a cover letter signed by the commander of the nominating unit and no more than one (1) typewritten page supporting the nomination. The letter should be addressed to the President, AFA of Georgia, with an endorsement by the local AFA Chapter President having geographic responsibility for that unit. If there is no AFA chapter close to the unit, then the package may be forwarded straight to Georgia AFA.

3.1.25. Teacher of the Year Award. This award recognizes teachers/instructors who incorporate aerospace into their curricular/research activities. Base and community teachers and instructors are eligible to apply. This nomination is submitted on plain bond paper; submission requirements on this award are listed in attachment 4.

3.1.26. The Major General Thomas H. Chapman Outstanding Senior Logistics Officer of the Year Award. This award recognizes the senior Sustainment Group/Wing Commander/Director (grade of O-6/GS-15 or higher) who exemplifies the highest qualities of leadership, standards of professional competence, and moral character. This individual sets the standard for senior military officials within the WR-ALC. This nomination is not submitted on an AF Form 1206. Nominations are submitted by a peer directly to the WR-ALC Vice Commander; nominations are a five-line narrative, single-spaced on bond paper.

3.2. **SELECTION PROCEDURES.** WR-ALC/DPLA will forward all nominations to the AFA Vice President, Awards for selection, with the exception of the Major General Thomas H. Chapman Outstanding Senior Logistics Officer of the Year.

3.2.1. Major General Thomas H. Chapman Outstanding Senior Logistics Officer of the Year. The WR-ALC Vice Commander will rank the nominations and forward the results to the WR-ALC Commander. The WR-ALC Commander will review and approve the ranked nominations, and forward the final selection to the AFA Carl Vinson Chapter President for award recognition.

3.2.2. All Other Annual Awards. The AFA Awards Committee will review the award nominees and submit their rankings to the chapter AFA Vice President, Awards. He/she will compile all of the rankings and recommend selection to the chapter AFA President. Upon approval by the chapter AFA President, the winners will be announced to the commanders of the respective winners.

3.3. **PRESENTATION OF AWARDS.** The annual award winners will be recognized at an AFA hosted function in the spring of the year following the award period. The AFA Vice President, Public Relations, will publicize award winners in conjunction with the event.

3.4. **ANNUAL AWARDS ELIGIBLE FOR STATE COMPETITION.** These awards provide recognition to personnel in specific categories for outstanding accomplishments and contributions to the mission over a calendar year period. Personnel selected as the local winners will be submitted to State for further competition. These categories are:

Teacher of the Year Award

Reconnaissance/Rescue/Trainer Aircraft Technician of the Year Award

Outstanding Mission Support of the Year Award

Logistics Achievement of the Year Award

Outstanding JROTC Cadet of the Year Award

Outstanding ROTC Cadet of the Year Award

Outstanding Civil Air Patrol Cadet of the Year Award

Reconnaissance/Rescue/Training Aviator of the Year Award

Fighter/Bomber Aviator of the Year Award

Fighter/Bomber Aircraft Technician of the Year Award

Cargo/Tanker Aircraft Technician of the Year Award

Cargo/Tanker Aviator of the Year Award

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms:

No forms prescribed.

4.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

MARY C. LARRALDE
Personnel Director

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

Abbreviations and Acronyms

AF— Air Force

AFA— Air Force Association

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

OPR— Office of Primary Responsibility

RAFBI— Robins Air Force Base Instruction

RDS— Records Disposition Schedule

Attachment 2

AF FORM 1206 - MILITARY

| NOMINATION FOR AWARD | | |
|--|--|-----------------------------------|
| AWARD AFA Local Quarterly Achievement Award | CATEGORY (If Applicable) Military | AWARD PERIOD 1 Jul - 30 Sep 05 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C / John R. Doe | SSN (Enter Last 4 Only) 0000 | MAJCOM, FUA, OR DRU AFMC |
| DAFSC/DUTY TITLE | NOMINEE'S TELEPHONE (DSN & Commercial) | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) | | |
| <p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - #1 of 162 Airmen in 78 CEG! Orchestrated preparation for 116 CES Readiness ORI; TSgt level performance - Developed elaborate map overlays for real-world and exercise scenarios use; reduced response time by 60% - Reworked Disaster Control Group (DCG) flow plan; created vital GIS links for use by on-scene Commanders - Takes charge! Setup team kits/processed 27 troops to support JTF Katrina; cradle-to-grave in under 48 hours! - Hand-picked by CEG CC to train 32 Airmen in CBRNE Defense at Arnold AFB; saved \$7K+ in TDY costs - Selected by name as Flight Anti-Terrorism Representative; trained 200+ personnel in Anti-Terrorism measures - Expertly revised chemical warfare training gas chamber OI; streamlined training; cut instructor mistakes 20% - NBC Cell Team Chief! Picked over 15 NCO's for split-second decision ability; led 116 ACW ORE to success - Expertly directed 3 mobile recon teams during ACW exercise; praised by CC for masterful coordination ability - Identified/corrected Emergency Operations Center equipment shortfalls; enabled 100% DCG mobile capability - Flawlessly instructed 145+ RAFB troops in CBRN Defense; expertly prepped for upcoming AEF 1/2 rotation - Sole manager for \$60K computer account; ensures 100% accountability of Robin's Emergency Response assets <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> - Building on BS degree in Communications; completed 4 classes toward Master's in Emergency Management - Earned two Incident Command System (ICS) certifications; improved Robins ICS disaster response capability - Sets example for peers in physical fitness; achieved 92% on Fitness Test; earned yellow belt in Tae Kwon Do - Completed five on-line FEMA courses; Robins AFB disaster response operations point-man in time of crisis! - Completed Automated Civil Engineer System course; efficiently tracked/scheduled training of 300+ CE troops - A dynamo! Scored 95% on CDC end-of-course; "highest score in 4 yrs; completed 7 months ahead of schedule <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Selflessly volunteered weekend selling raffle tickets for Special Olympics; raised over \$2K for worthy cause - POW/MIA committee secretary; ramrodded promotion campaign and base awareness; gained 200+ volunteers - Participated in Air Force wide Airman Focus Group; provided valuable insight single Airmen Services needs - Active member of Robins Airmen Against Drunk Driving; provided safe transportation for 5 Airmen; no DUI! - Donated 90+ hrs cleaning Boys and Girls Club building; created pleasant atmosphere for 300+ local children - Headed up raffle tickets sales for construction of POW/MIA Living Memorial; boosted funds by over \$1,800 | | |

Attachment 3

AF FORM 1206 - CIVILIAN

| NOMINATION FOR AWARD | | |
|---|--|-----------------------------------|
| AWARD AFA Local Quarterly Achievement Award | CATEGORY (If Applicable) Civilian | AWARD PERIOD 1 Jul - 30 Sep 05 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-11/John Q. Public | SSN (Enter Last 4 Only) 0000 | MAJCOM, FQA, OR DRU AFMC |
| DAFSC/DUTY TITLE | NOMINEE'S TELEPHONE (DSN & Commercial) | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| <p>DUTY PERFORMANCE:</p> <ul style="list-style-type: none"> - Key to diverse team--achieved a 100% on-time aircraft departure rating--best in Air Force Material Command - Led 116 ACW deployment--496 pax & 63.3 tons of cargo; met AEF 5/6 requirements--right place at right time - Processed 68 pax & 45 tons of cargo; air, ground, and special operations support to Operation BRIGHT STAR - Spearheaded deployment of 151 Airmen; supported Joint Task Force Katrina relief effort to city/state agencies - Coordinated movement of 29 CE troops and equipment in 12 hrs for Katrina; critical support in-place in 2 days - Directed last-minute 5 CCG deployment of 67 Airmen--instrumental to hurricane-relief support in Gulf region - Aided building reception plan for Keesler evacuees; base/lodging/airport shuttles in-place for potential arrival - Handled multiple issues between HQ AFMC & unit deployment managers; deconflicted inappropriate taskings - Provided 78 ABW/CC detailed information on lessons learned from Hurricane Katrina deployment operations - Helped with Robins' Joint Task Force Katrina sitrep--provided ABW visibility of deployed personnel & cargo - Coordinated/prepped 30 19 ARG personnel for deployment; on-time delivery of personnel and cargo for OEF - Deployed 653 CLSS support for Exercise WAR WAGON; prepared units for wartime situational deployments - Coordinated/resolved 190 Time Phased Force Deployment Document discrepancies--right data to AEF Center - Developed and conducted Logistics Module (LOGMOD) training for over 20 personnel; integrated LOGMOD proficiency to wing/Team Robin's deployment process--instrumental to precise, on-time personnel deployment - Devised a user-friendly LOGMOD training database that mirrors WR-ALC capabilities and potential taskings <p>OTHER ACHIEVEMENTS:</p> <ul style="list-style-type: none"> - Augmented 116 ACW's Deployment Control Center during ORE; knowledge/expertise key to successful rating - Established a refresher training schedule for AFMC Unit Deployment Managers--kept managers' skills current - Trained two lieutenants in deployment processing procedures and arranging MilAir/commercial transportation - Completed 40-hour Automated Air Load Planning Systems training; led successful editing/storing of cargo data - Actively involved with West Side Baptist Church and performed home repairs for community's senior citizens - Supported the local community; assisted with fund-raising for the senior class at Northside High School events | | |

Attachment 4
TEACHER OF THE YEAR

1. Professional resume listing:
 - a. Degrees
 - b. Schools and dates of attendance/graduation
 - c. Continuing Education
 - d. Teaching experience and other employment
 - e. Publications
 - f. Formal research (completed or ongoing)
 - g. Professional honors or awards
 - h. Civic and community service honors and awards
2. Description of research/curricular activities incorporating aerospace education into the curriculum/classroom (not to exceed three double-spaced pages).
 - a. If there is a published curriculum guide associated with this, it should be included
 - b. Identify if this is a new program or extension to an existing program
 - c. Identify the number of years the program has been in existence.
 - d. Describe the learning outcomes achieved
3. Include examples/samples of the curriculum materials, such as an outline, sample lesson plan, selected photos, newspaper articles or student products.
4. Pending selection for this award, his/her jacket size should be provided to the chapter's representative.

Optional Items:

1. Description of community outreach and impact of the aerospace education activities if applicable.
2. Letters of endorsement from community, business leaders, fellow educators or students (maximum of five).

Note: The judges for this award normally put the most emphasis on creative teaching approaches and the individual's professional stature.